

HOUSING INSPECTOR

PURPOSE: Inspect dwellings, premises, non-dwelling structures, and vacant lands to assure that they are maintained in a safe and sanitary manner.

FUNCTIONAL AREAS:

1. Inspect dwellings, non-dwelling structures, and vacant lands for compliance with building codes and sanitary and safety standards.
 - * A. Schedule routine inspections of buildings, structures, and premises and conduct housing condition surveys to determine general condition and compliance with housing codes, building codes and related ordinances.
 - * B. Notify property owners of code violations and the work necessary to correct them.
 - * C. Check on the work progress of code violation corrections.
 - * D. Issue condemnation notices when necessary.
 - * E. Inspect buildings when violations have been corrected.
 - * F. Investigate and follow up on complaints from the public.
2. Enforce all applicable codes and ordinances.
 - * A. Coordinate inspection activities as required by the Housing and Redevelopment Authority, Board of Zoning Appeals, Planning Commission, and Building Appeal Board.
 - * B. Consult with other agencies as necessary for the enforcement of applicable ordinances and regulations relating to building, housing, and zoning.
 - * C. Issue violation orders when appropriate.
 - * D. Collect and organize evidence of violation and complete charge sheets for the City Attorney as appropriate.
 - * E. Serve as a witness in court cases when required.
3. Perform related work as required.
 - * A. Maintain complete and accurate records of all inspections and daily records of all activities; and prepare information for monthly reports.
 - * B. Interpret Zoning and Housing Codes, State of Minnesota Building Codes, Solid Waste Ordinance, and applicable state statutes governing residential and commercial properties in order to inform property owners, contractors, building managers, tenants, and others of compliance regulations.
 - C. Process permit applications.
 - D. Search files for zoning, permit, and building history information.

JOB REQUIREMENTS

1. Education and Experience Requirements
 - ◆ Completion of a recognized relevant trade school program or junior college certification program plus two (2) years of trade experience or field experience; or four (4) years of experience in the related building trades; or a combination of

education/experience in the above areas at a level of professional competence and responsibility which is accepted as equivalent.

2. Knowledge Requirements

- ◆ A. Knowledge of building construction methods.
- ◆ B. Knowledge of applicable Minnesota state codes and local codes and ordinances.
- ◆ C. Knowledge of proper application of codes and ordinances.
- ◆ D. Knowledge of proper inspection methods and procedures.
- ◆ E. Knowledge of office methods and procedures.

3. Skill Requirements

- ◆ A. Skill in reading and interpreting building diagrams, plans, and specifications.

4. Ability Requirements

- ◆ A. Ability to work establish and maintain effective working relationships with contractors, workers, supervisors, peers, and the general public.
- ◆ B. Ability to read and interpret codes and ordinances.
- ◆ C. Ability to explain and enforce regulatory provisions with firmness, tact, and courtesy.
- ◆ D. Ability to conduct effective inspections in a responsible and impartial manner.
- ◆ E. Ability to interpret safety rules and apply them to hazardous situations.
- ◆ F. Ability to communicate effectively both orally and in writing.
- ◆ G. Ability to prepare clear, concise reports.
- ◆ H. Ability to use a computer to maintain inspection records and write reports.
- ◆ I. Ability to frequently walk and climb and occasionally stoop, kneel, crouch, crawl, and reach overhead in order to conduct inspections outside of buildings.
- ◆ J. Ability to transport oneself to, from, and around various job sites.
- ◆ K. Ability to lift and/or carry items weighing up to 40 pounds such as files.
- ◆ L. Ability to work outside during inclement weather.
- ◆ M. Ability to attend work on a regular basis.

* Essential functions of the job.

- ◆ Job requirements necessary on the first day of employment.

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